

Weekly Plan

	Week:
	Year

Questions To Ask While Planning The Week:

Questions- Circle Yes or No		
Have I Reviewed Deep Work VS Shallow Work?	YES	NO
Have I Reviewed Quarterly Planning	YES	NO
Have I listened Deep Life, Work and Benjamin Franklin Routine?	YES	NO
Have I Reviewed Core Document?	YES	NO
Have I Reviewed Value Plan?	YES	NO
Have I Reviewed Strategic Problem Solving Guide?	YES	NO
Have I Reviewed Rules of Reading?	YES	NO
Have I Reviewed Project Tracker? Know exactly what I need to Do Regarding Deep Work, Deep Studies, Deep Learning and Project Task.	YES	NO
Have I Reviewed Habit Tracker?	YES	NO
Have I Reviewed Tracker List?	YES	NO
Have I Reviewed Work Notebook?	YES	NO
Have I Reviewed Work Priorities Word Document?	YES	NO
Have I Reviewed Timeframe For Tasks?	YES	NO
Have I Reviewed I Reviewed Academic, Professional, Personal Calendars?	YES	NO
Have I Reviewed What Sport Activity Do I Do Today?	YES	NO
Have I Reviewed How Much Time Do I Spend Doing Deep Work VS Shallow Work?	YES	NO
Have I Reviewed Chores Tracker?	YES	NO

0. Difference Between High-Impact Objectives & Primary Goals & Supporting Goals

- **High-Impact Objectives (HIO):** These are the top 4 overarching results that should be achieved by the end of the week, The High Impact Objectives (HIP) is based on Quarterly Primary Goal (QPG). They help focus efforts on high-value outcomes.
 - I. **Example:** If you're an author, a high-impact objective might be:
 - a. *“Complete a solid draft of Chapter 5 and edit Chapter 4 for my book”*
 - b. This is a crucial outcome that moves the project forward significantly.
- **Weekly Primary Goals (WPG):** These define the specific actions or milestones that support achieving high-impact objectives.
 - I. **Example:** If your High impact Objective is to complete a book chapter, your **Primary Goals** might be:
 - a. Outline Chapter 5 on Monday.
 - b. Write 2,000 words by Wednesday.
 - c. Revise and refine Chapter 4 by Friday.
- **Supporting goals are smaller, actionable objectives** that help you achieve a **primary goal**. They break down a **big, overarching goal** into manageable steps, making it easier to stay on track and measure progress.
 - I. **Example:** Supporting Goals for the same book project might be:
 - a. Organize research notes on Monday.
 - b. Respond to editor’s emails on Tuesday.

1. Weekly Objectives

High-Impact Objectives (HIO): These are the top 3 overarching results that guide weekly progress toward quarterly .

Key Weekly Questions

Example

Category	Objectives
 What are my top 4 high-impact objectives (HIO) for this week?	These objectives are the most significant outcomes that will drive progress toward Quarterly Primary Goals. QPG- Conduct all necessary literature reviews Example: HIO 1- Critical Analysis & Synthesis – Summarize findings, highlight research gaps, and extract actionable insights to guide further studies. - [HIO 1] - [HIO 2] - [HIO 3] - [HIO 4]
What Deep Work sessions must be Prioritized?	Identify which focus-intensive tasks need the most attention. Example: Two 3-hour blocks for writing research, one 4-hour session for coding, daily 2-hour session for strategic planning.
 Weekly Focus	- [Major area of focus] - [Key habits to maintain]
How will I dedicate time for family?	Example: Schedule daily quality time, plan a weekend activity, minimize work-related distractions during family hours.
What Distraction Should I Minimize?	Define specific disruptions to avoid, such as meetings or notifications. Example: Avoid unnecessary meetings, limit social media usage, batch email responses.
What processes can I optimize or automate this week?	List inefficient workflows that can be improved or automated. Example: Automate data entry, streamline task handovers, improve note-taking system.

Category	Objectives
What is the most important Value for This week?	
🏆 What are my top 4 high-impact objectives (HIO) for this week? Are these Objectives align with Values	HIO 1 HIO 2 HIO 3 HIO 4
What Deep Work sessions must be Prioritized?	
✅ Weekly Focus	-
How will I dedicate time for family?	
What Distraction Should I Minimize?	
What processes can I optimize or automate this week?	

Weekly Focus Areas

Primary Goals: These represent the actionable steps and milestones needed to accomplish the high-impact objectives. High impact objectives are derived from quarterly priorities, personal growth targets, and workflow enhancements.

Focus Category	Description
Weekly Primary Goal (WPG) #1	Primary Goal 1 for week": Summarize Key Findings – Extract and condense essential insights from relevant research sources.
Weekly Primary Goal (WPG) #2	Focus on skill development, such as enhancing expertise in coding, writing, or AI.
Weekly Primary Goal (WPG) #3	Workflow improvements, including eliminating distractions and implementing strategic habits.
Family Life	Allocating dedicated time for family, personal well-being, and social connections to maintain a balanced lifestyle.
Brazilian Jiu Jitsu	Build a solid foundation in BJJ techniques and positional awareness.

Focus Category	Description
Weekly Primary Goal (WPG) 1	
Weekly Primary Goal (WPG) 2	
Weekly Primary Goal (WPG) 3	
Weekly Primary Goal for Family Life (WPGFL)	
Weekly Primary Goal Brazilian Jiu Jitsu (WPGBJJ)	

Supporting Goals

Supporting goals are secondary objectives that contribute to achieving primary goals and improving overall productivity.

Supporting Goal Category	Description
Skill Reinforcement	Further strengthening an existing skill needed for primary objectives, such as refining writing techniques or enhancing coding abilities.
Efficiency Enhancements	Small workflow improvements that facilitate smoother execution of tasks, such as better note-taking methods or keyboard shortcuts.
Collaboration & Communication	Enhancing teamwork and information sharing, including improving asynchronous communication or streamlining meeting structures.
Health & Wellness	Supporting mental and physical well-being to maintain peak productivity, such as improving sleep, exercise, or mindfulness habits.
Family Life	Creating meaningful connections with loved ones through planned activities, quality conversations, and setting clear work-life boundaries.
Brazilian Jiu Jitsu	

Supporting Goal Category	Description

2. Deep Work Planning & Execution

Deep work should dominate weekly planning, with structured sessions scheduled for maximum efficiency.

Before Deciding What is Deep Work, And Shallow Work. I MUST Review Deep Work Vs Shallow Work

Supporting goals are **smaller, actionable objectives** that help you achieve a **primary goal**. They break down a **big, overarching goal** into manageable steps, making it easier to stay on track and measure progress.

- I. **Example:** Supporting Goals for the same book project might be:
 - a. Organize research notes on Monday.
 - b. Respond to editor's emails on Tuesday.

A. Core Deep Work Blocks (High-Impact Focus)

Activity	Time Allocation
Writing / Research / Development	15-20 hours/week
Strategic Thinking & Execution	5-10 hours/week
Learning & Skill Development	5-10 hours/week

Activity	Time Allocation

B. Supporting Works (Secondary Focus)

Activity	Time Allocation
Reading, absorbing knowledge	5 hours/week
Reviewing and refining outputs	5 hours/week
Planning and retrospectives	3 hours/week

Activity	Time Allocation

C. Shallow Work (Minimized or Batched)

Activity	Strategy
Email & Communication	Batched (Checked 2x daily)
Meetings	Limited; Async updates preferred
Administrative Tasks	Automated, delegated where possible

Activity	Strategy

3. Daily Objectives

Before Deciding What is Deep Work, And Shallow Work. I MUST Review Deep Work Vs Shallow Work and What is Secondary Task

Supporting goals are **smaller, actionable objectives** that help you achieve a **primary goal**. They break down a **big, overarching goal** into manageable steps, making it easier to stay on track and measure progress.

- I. **Example:** Supporting Goals for the same book project might be:
 - a. Organize research notes on Monday.
 - b. Respond to editor's emails on Tuesday.

A. Planning Deep Work Sessions

- Plan of Deep Work Sessions are based on Weekly Primary Goals.
- Supporting Tasks are Based on Supporting Goals on Weekly Planning

Day	Deep Work Focus
Monday	- [Deep Work Task or Session] - [Secondary Task]
Tuesday	- [Deep Work Task or Session] - [Secondary Task]
Wednesday	- [Deep Work Task or Session] - [Secondary Task]
Thursday	- [Deep Work Task or Session] - [Secondary Task]
Friday	- [Deep Work Task or Session] - [Secondary Task]
Saturday	- [Deep Work Task or Session] - [Secondary Task]
Sunday	- [Deep Work Task or Session] - [Secondary Task]

Day	Deep Work Focus
Monday	1. Deep Work 2. Supporting Work
Tuesday	1. Deep Work 2. Supporting Work
Wednesday	1. Deep Work 2. Supporting Work
Thursday	1. Deep Work 2. Supporting Work
Friday	1. Deep Work 2. Supporting Work
Saturday	1. Deep Work 2. Supporting Work
Sunday	1. Deep Work 2. Supporting Work

B. Admin & Shallow Work

Category	Tasks
 Email Processing	- [Time slots for email handling]
 Meetings	- [List key meetings for the week]
 Miscellaneous Tasks	- [Quick but necessary work]

Category	Tasks
 Email Processing	
 Meetings	
 Miscellaneous Tasks	

4. Family Activities

Day	Family Activities
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

5. Brazilian Jiu Jitsu Activities

Day	Brazilian Jiu Jitsu Activities
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

6. Learning & Growth

Category	Details
 Audiobook/Podcast	[Insert title]
 Reading	[Insert book]
 Course	[Insert course/topic]
 Skill Development	[New skill to practice]

Category	Details
 Audiobook/Podcast	
 Reading	
 Course	
 Skill Development	

7. Health & Fitness

Category	Plan
 Workouts	[E.g., Strength training Monday, Yoga Wednesday]
 Mindfulness Practice	[Daily meditation/journaling]
 Diet Focus	[Healthy eating goal]

Category	Plan
 Workouts	
 Mindfulness Practice	
 Diet Focus	

8. Habit Tracker

[illegible]

9. Review & Reflection (Sunday)

Category	Reflection
 Wins	- What worked well this week? - What achievements did I make?
 Challenges	- What obstacles did I face? - What needs improvement?
 Adjustments for Next Week	- How can I refine my workflow? - What should I prioritize next week?

Category	Reflection
 Wins	- What worked well this week? - What achievements did I make?
 Challenges	- What obstacles did I face? - What needs improvement?



Adjustments for Next Week

- How can I refine my workflow?
- What should I prioritize next week?